MyCricket

User Manual

WEBSITE USER MANUAL

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Administration Tasks

1. Navigating the Administration Home Page

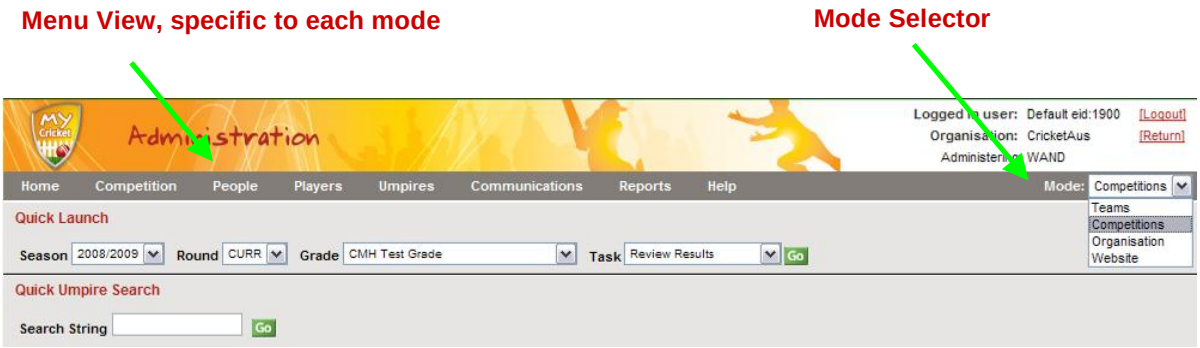
MyCricket Website mode enables you to run a free public website, which you can customise to suit your needs. You can add a variety of content and information, to your site including photos, latest news, club statistics, documents, etc to maximise your site.

Important: Website Mode activation is not automatic and must be requested before you can access. If you wish to use the Website feature of MyCricket, please submit a support request choosing "Website" as your category.

If you have requested this feature be activated, after you log in, you will see a menu bar at the top of the screen, just beneath the main MyCricket banner. Users can change their menu view according to the task they want to complete using the "Mode" selector and dropdown list.

Mode Selector: Toggle between modes available

Menu View: contains all the menu items that are specific and available for the selected mode



It is recommended that you take some time to browse through each Mode and the associated Menu Views to help familiarise yourself with the options available.

Please note that all modes may not be available for all users or organisations.

2. Modify Club / Association Details

You can modify the basic contact details of your Club/Association at any time. These details are displayed whenever someone clicks your Club/Association logo in your website header and also through the MyCricket Club Finder.

MODE: Organisation
MENU: Organisation > Organisation Details

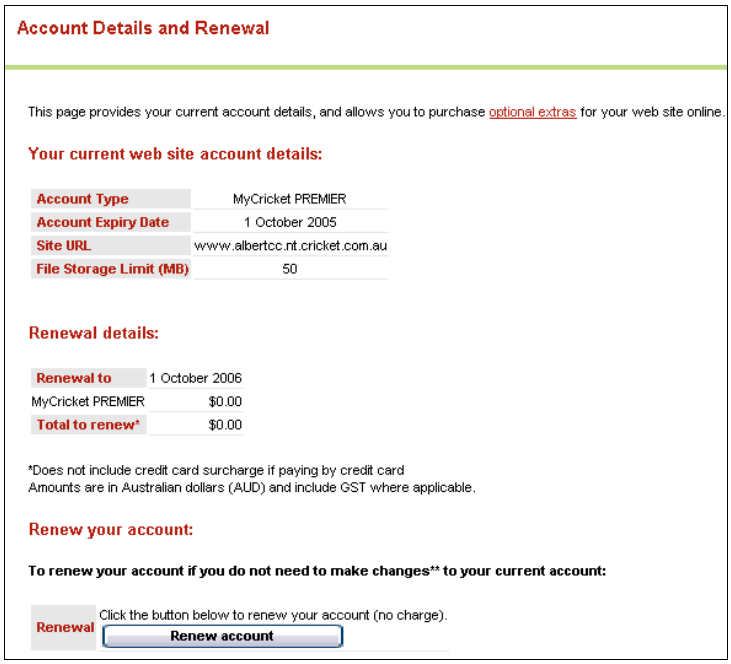
3. Account Renewal and Space Used

The *Space Used* screen gives you an overview of the amount of content you have uploaded to your MyCricket site. The basic MyCricket service allows for a certain upload limit (this is usually 50 MB), and this is normally more than adequate.

Renewal is required each year for MyCricket websites to ensure only those that are currently in use continue to display, and also to accommodate payment for any additional website extras.

MODE: Website
MENU: Site > Account > Account Details and Renewal

If you were a SportzVault customer at any stage in the past you may notice an expiry message when you log in to Web Management. To reactivate your Website, click the **here** link in the expiry message. Follow the directions below.


Account Details and Renewal
This page provides your current account details, and allows you to purchase optional extras for your web site online.
Your current web site account details:
Account Type
MyCricket PREMIER
Account Expiry Date
1 October 2005
Site URL
www.albertcc.nt.cricket.com.au
File Storage Limit (MB)
50
Renewal details:
Renewal to
1 October 2006
MyCricket PREMIER
$0.00
Total to renew*
$0.00
*Does not include credit card surcharge if paying by credit card
Amounts are in Australian dollars (AUD) and include GST where applicable.
Renew your account:
To renew your account if you do not need to make changes** to your current account:
Renewal
Click the button below to renew your account (no charge).
Renew account

- Optional extras are supplied by InteractSport. You will need to contact InteractSport directly to renew your website if you have extras.

- Check the expiry date, Click Renew account
- If the expiry date is more than 12 months ago you will need to click Renew account again until the date is brought up to a future date. The system will only renew 12 months at a time.

> If you have had to Renew several times due to an old expiry date it is recommended that you log out of the system then back in again in order to refresh.

- You should now have access to administer the Web Management Component of MyCricket.

> The **Renew Account** button will be greyed out if the following message displays at the top of the screen:
>
> No host header (Site URL) has been set up for this site. You will not be able to access the public web site, or renew the account until this is done.
>
> This means your club or association does not have website URL. See the Knowledgebase article "Requesting a Website" for further information as this can only be set by MyCricket Support.

3.1. Space Used

MODE: Website
MENU: Site > Account > Space Used

The *Space Used* screen gives you an overview of the amount of content you have uploaded to your MyCricket site.

The basic MyCricket service allows for a limited amount for upload (normally 50 MB), and once this is exceeded, no further uploads are allowed until files/images have been removed to bring the space used under the limit. **News and events items are not counted in this allowance.**

It is possible to arrange extra space on a case by case basis. Please contact MyCricket Support for further details.

Setting Up Your Website

MyCricket Web Management enables you to add a variety of pictures & information to your website. Anything from photo galleries to latest news & events items to club statistical histories can be added to get the most out of your site.

4. Managing Site Layout

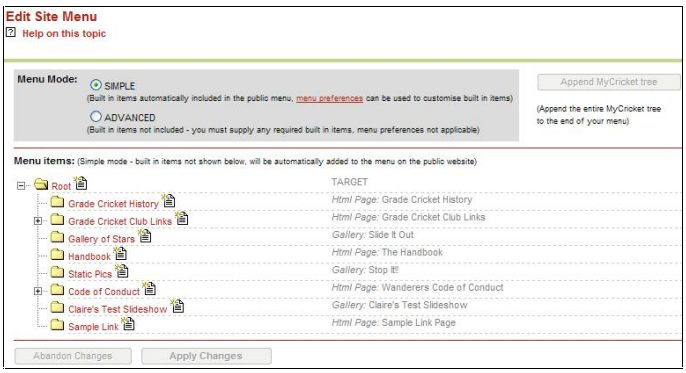
4.1. Edit Site Menu

MODE: Website
MENU: Site > Customisation > Edit Menu

You can add a number of Custom Menu items to the side menu on your home page, which enable users of your site to access public content. Custom menu items appear directly beneath the 'built in' items.

A custom menu item has the following features:

- A name - this is the text that will be displayed on your homepage. It should be brief (ideally no more than 15 characters).
- A 'target' i.e. the page/file that will open when the item is selected. The target is displayed in the tree view next to the item.
- Optionally have 'child items' which appear as a sub menu when the item is selected. There is no limit as to how many 'child items' you can have, however we recommend only having one level of sub menus for optimal user experience through your website.


Edit Site Menu
Help on this topic
Menu Mode:
SIMPLE
(Built in items automatically included in the public menu, menu preferences can be used to customise built in items)
ADVANCED
(Built in items not included - you must supply any required built in items, menu preferences not applicable)
Append MyCricket tree
(Append the entire MyCricket tree to the end of your menu)
Menu items: (Simple mode - built in items not shown below, will be automatically added to the menu on the public website)
TARGET
Root
Grade Cricket History
Html Page: Grade Cricket History
Grade Cricket Club Links
Html Page: Grade Cricket Club Links
Gallery of Stars
Gallery: Slide It Out
Handbook
Html Page: The Handbook
Static Pics
Gallery: Stop It!
Code of Conduct
Html Page: Wanderers Code of Conduct
Claire's Test Slideshow
Gallery: Claire's Test Slideshow
Sample Link
Html Page: Sample Link Page
Abandon Changes
Apply Changes

- Select the applicable **Menu Mode**
    - **Simple**: This means that a menu will be made up of a number of built in sections, combined with the dynamic section that is defined via the menu editor. Certain built in sections can be customised via the *Menu Preferences* screen.

- **Advanced**: This means that a menu is completely specified by the user, and no built in sections are displayed. However, individual built in menu items (such as links to News pages, or MyCricket pages) can be specified.

- Complete any of the following tasks as required:

Add a New Menu Item:

- Click to create a child menu item. This will sit beneath the selected menu item.

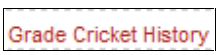
> To add a menu item that will display in the main menu, click next to **Root**

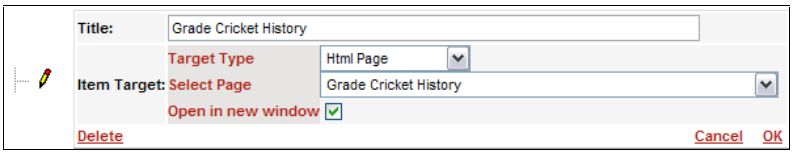
- An edit box will appear beneath the tree structure.
- Type a title for the menu item into the **Title** field.
- Select the target for the item from the **Target Type** drop down list.
- Select the target from the available drop down list

  Or

  Type the URL if the target is an external site.
- Optionally, select to have the target open in a new window by ticking the **Open in New Window** checkbox.
- Click

Edit an Existing Menu Item

- Click the menu item name that you want to edit. E.g.: 



- An edit box will appear beneath the selected item.

- Make any required changes to the existing information displayed, Click OK

Expand and/or Collapse a Menu

- Click ⊞ next to the menu item you wish to expand. This will display any sub menu items.
- Click ⊟ next to the menu item you wish to collapse. This will hide the sub menu items.

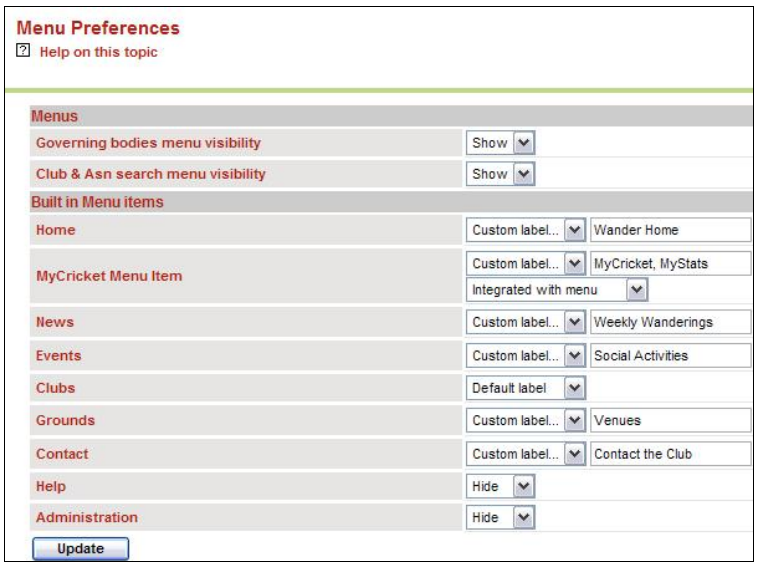
Finalise Menu Changes

- Once you have made all the required changes, click Apply Changes
- Click OK to save
- Your changes may take up to 2 hours to appear on your site.

4.2. Manage Menu Display

MODE: Website
MENU: Site > Customisation > Menu Preferences

This screen allows you to determine what is displayed in your site menu and how it is displayed. MyCricket offers several built in menu options which can be renamed to suit your club/associations needs. Alternatively, these can be turned off.



- Select either **Show** or **Hide** from the **Governing bodies menu visibility** drop down list. This determines whether the 'Governing Bodies' (parent organisations) menu bar is visible. This normally displays directly under the customisable menu on the left hand side of the page of the public site and allows quick access to information and/or the websites of these bodies.
- Select either **Show** or **Hide** from the **Club & Asn search menu visibility** drop down list. This determines whether the Club/Association search menu bar (which normally displays directly under the customisable menu on the left hand side of the page of the public site) is visible.
- Select the appropriate Label option for the menu items in the Built in Menu items section.

Field	Description	Options
Home	Returns to your site's Home Page. This must be visible.	**Default Label** = Home **Custom Label**…= type a label of your choice directly into the text field.
MyCricket Menu Item	Provides direct links to your organisations MyCricket results and statistics. These can be customised in numerous ways.	**Default Label** = MyCricket, MyStats **Custom Label** = type a label of your choice directly into the text field. **Hide** = MyCricket stats will not be accessible from your site menu **Integrated with menu** = all MyCricket menu items are included in the main menu and cascade when the item is selected. While this gives direct access to MyCricket features, the extra menu items add to the overall page size, and can slow down loading of the site **Link only, separate menu** - the MyCricket menu item does not have menu items under it, instead when clicked goes to a separate page, which has its own MyCricket menu. This menu is arranged horizontally rather than vertically to allow extra space to display MyCricket information, which is particularly relevant if the site is being run in 'Fixed width' mode. This approach cuts down on page size (across the site), leading to an overall quicker site, because of this it is the recommended option. It does mean that MyCricket information is an extra click away.

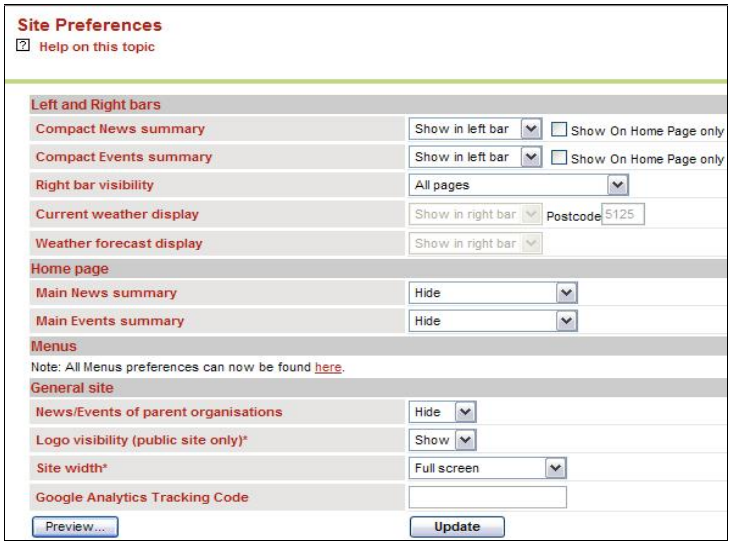
Field	Description	Options
News	Links directly to the News page	**Default Label** = News **Custom Label** = type a label of your choice directly into the text field. **Hide =** The News page will not be accessible from your site menu
Events	Links directly to the Events page	**Default Label** = Events **Custom Label** = type a label of your choice directly into the text field. **Hide =** The Events page will not be accessible from your site menu
Clubs	Provides a link to the club listing page - giving all clubs in the association (available at association level only)	**Default Label** = Clubs **Custom Label** = type a label of your choice directly into the text field. **Hide =** The Clubs listing page will not be accessible from your site menu
Grounds	Links to the Grounds listing page which lists all venues entered into MyCricket for the Association.	**Default Label** = Grounds **Custom Label** = type a label of your choice directly into the text field. **Hide =** The Grounds listing page will not be accessible from your site menu
Contact	Links to the contact page, giving contact information for the club/association, and office bearers (if entered in MyCricket)	**Default Label** = Contact **Custom Label** = type a label of your choice directly into the text field. **Hide =** The Contact page will not be accessible from your site menu
Help	Provides a link to the help menu	Select either **Show** or **Hide**
Administration	Links to the MyCricket Administration login page, where you can login to Competition Management and Web Management.	Select either **Show** or **Hide**

- Click Update and OK to save changes

4.3. General Site Customisations

This page enables you to customise certain aspects of your site such as the positioning of news and events summaries, organisation logo, weather display, Home page layout, site width and Google analytics information.

MODE: Website
MENU: Site > Customisation > Site Preferences



- Complete the following fields as required:

Field	Description	Options
RIGHT AND LEFT BARS		
Compact News Summary	Displays the headline and date of active news items	**Do not show** = News summary will not be shown at all **Show in left bar** = News summary will display in the site left hand bar **Show in right bar** = News summary will display in the site right hand bar **Show On Home Page only** = the news summary will display on the select side bar (right or left) on the Home Page only.
Compact Events Summary	Displays the title and date of active events items	**Do not show** = Events summary will not be shown at all **Show in left bar** = Events summary will display in the site left hand bar

Field	Description	Options
		Show in right bar = Events summary will display in the site right hand bar **Show On Home Page only** = the events summary will display on the select side bar (right or left) on the Home Page only.
Right bar visibility	Determines whether, and on what pages the right bar panel displays. Note - this setting overrides other settings such as Latest Results visibility, News and Events visibility, and Advert configuration	**Never show** **Home Page only** **All pages except for home page** **All pages**
Current weather display	Provides a button containing current weather information for your location. The button can be clicked to reveal detailed weather and forecast information:	**Do not show** = weather display will not be shown at all **Show in left bar** = weather display will appear in the site left hand bar **Show in right bar** = weather display will appear in the site right hand bar **Postcode** = type the relevant postcode directly into the field.
Weather forecast display	See above for Current weather display. This button shows a forecast for your location, and is also clickable	See above
HOME PAGE		
Main News summary	Determines whether a more detailed news summary appears on the home page. This lists a clickable headline, date, and the first few sentences of the news item. If shown, the summary appears in between the 'top' and 'bottom' html home pages.	**Hide** = summary will not be displayed on the Home Page **Show** = Displays the news summary. This option automatically hides the compact news summary (see above) on the home page

Field	Description	Options
Main Events summary	Determines whether a more detailed events summary appears on the home page. This lists a clickable headline, date, and the first few sentences of the events item. If shown, the summary appears in between the 'top' and 'bottom' html home pages.	**Hide** = summary will not be displayed on the Home Page **Show** = Displays the events summary. This option automatically hides the compact events summary (see above) on the home page.
GENERAL SITE		
News/Events of parent organisations	Determines whether items relating to parent organizations display in News/Events output (e.g.: association news where a club is concerned):	**Hide** = News/Events items of parent organisations will not be displayed on the site **Show** = Displays the news/events items of the parent organisations
Logo visibility (public site only)*	Determines whether the club/association logo (if supplied) displays on the public site (does not affect logo in administration site).	**Show** = logo will be displayed on your MyCricket website **Hide** – Logo will not be displayed
Site width*	Sets the overall width of the site	**Full screen** = the site will take up the full screen, regardless of the user's screen resolution. This means that the site layout looks different depending on the resolution - items will be more 'spread out' at higher resolutions **Fixed width (800px, 1000px)** = The majority of modern, well designed sites use fixed width. It means the site layout looks the same irrespective of the display resolution of the user's computer. The background colour of the site can be changed by changing the **Body colour** Style in the *Style editor*. If fixed width is chosen, consideration should be given to hiding the right bar on certain pages (see above) to allow extra space for content.

Field	Description	Options
Google analytics tracker	Allows integration with Google Analytics which can be used to analyse the traffic to your web site. You will first need to sign up for a (free in most cases) account with Google Analytics. See the Google Analytics website for further information, and in particular, please read their terms and conditions before signing up.	You will receive a tracking code (begins with *UA-*) from Google, which is then entered into the textbox on the MyCricket Preferences page. This will place the special Google Analytics tracking script on every page of your web site. Then as required, log into your Google Analytics site to view your web site statistics. To remove the tracking, clear the code from the textbox on the MyCricket Preferences page.

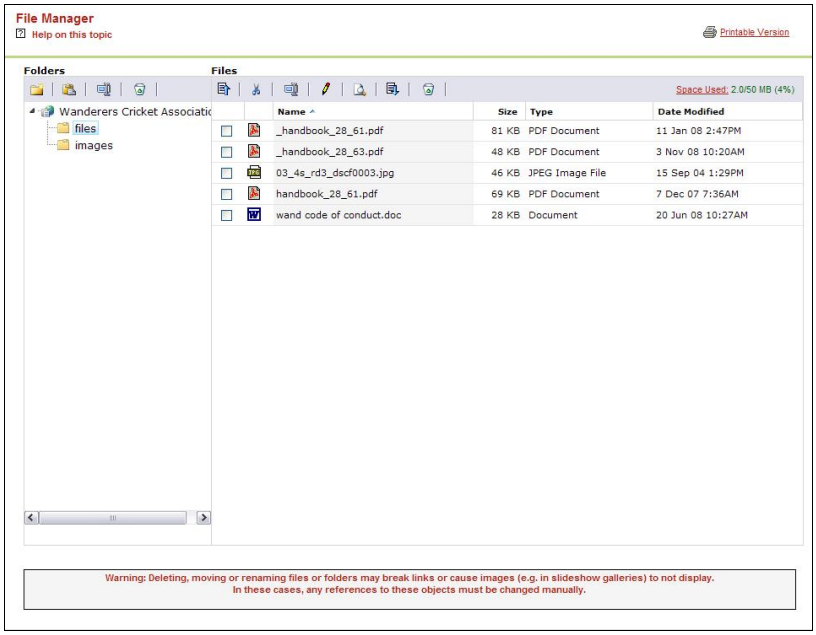
- Click Preview... to display a popup window to preview changes you have made to your site.
- Click Update and OK to save changes

5. Uploading Images & Files

All images and files that you want to add to your site must be uploaded to your site's **File Manager** before you can assign them to a page.

MODE: Website
MENU: Content > File Manager

You can upload your club logo here however, in order for it to appear in the banner of your sites home page or in the Club Details display, you must attach the logo file to a Support request. MyCricket Support control the upload of logo's to this area to ensure they are the correct size and resolution.



- Click on the Files or Images folders on the left to show the list of documents which are already uploaded and available to access on your website.

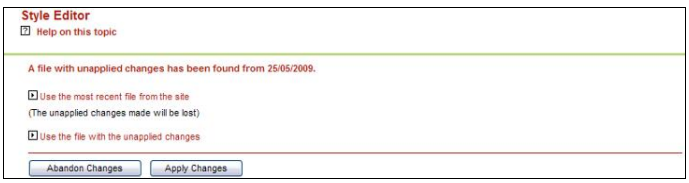
- Access the **HELP** link on this page for full details of icons, tools and processes.

6. Style Editor

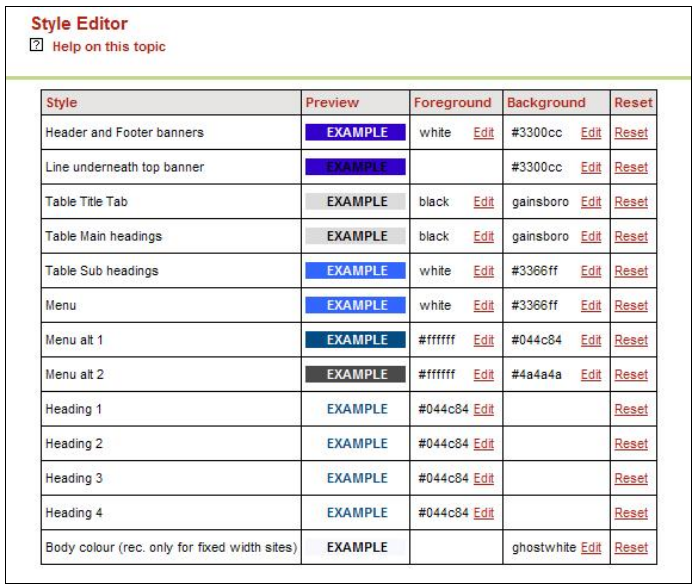
The style editor allows you to put the finishing touches on some parts of your website, such as your club or association colours for menus or backgrounds. MyCricket websites work as part of a master template, therefore not all sections or components of the website are available to customise. The Style Editor also enables you to upload a banner to the very top section of your website. Refer the specific page help for more details.

MODE: Website
MENU: Site > Customisation > Style Editor

- You can save styles and preview before you apply them to the live site.


Style Editor
Help on this topic
A file with unapplied changes has been found from 25/05/2009.
Use the most recent file from the site
(The unapplied changes made will be lost)
Use the file with the unapplied changes
Abandon Changes
Apply Changes

- All listed items can have both a background and font colour chosen and you can use these to reflect association or club colours.

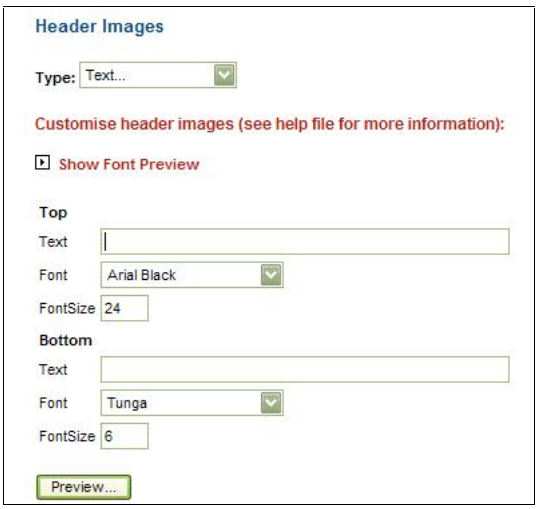


Style Editor

Help on this topic

Style	Preview	Foreground	Background	Reset
Header and Footer banners	EXAMPLE	white Edit	#3300cc Edit	Reset
Line underneath top banner	EXAMPLE		#3300cc Edit	Reset
Table Title Tab	EXAMPLE	black Edit	gainsboro Edit	Reset
Table Main headings	EXAMPLE	black Edit	gainsboro Edit	Reset
Table Sub headings	EXAMPLE	white Edit	#3366ff Edit	Reset
Menu	EXAMPLE	white Edit	#3366ff Edit	Reset
Menu alt 1	EXAMPLE	#ffffff Edit	#044c84 Edit	Reset
Menu alt 2	EXAMPLE	#ffffff Edit	#4a4a4a Edit	Reset
Heading 1	EXAMPLE	#044c84 Edit		Reset
Heading 2	EXAMPLE	#044c84 Edit		Reset
Heading 3	EXAMPLE	#044c84 Edit		Reset
Heading 4	EXAMPLE	#044c84 Edit		Reset
Body colour (rec. only for fixed width sites)	EXAMPLE		ghostwhite Edit	Reset

- By selecting 'Header Images', you are able to change the Top Banner of your website to have either text or a picture.



Header Images

Type: Text...

Customise header images (see help file for more information):

Show Font Preview

Top

Text

Font Arial Black

FontSize 24

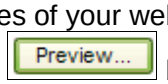
Bottom

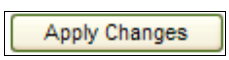
Text

Font Tunga

FontSize 6

Preview...

- By selecting the **'Text…'** or **'Uploaded Images…'** you are able to type a banner name that will show on all pages of your website or an image (e.g. club/association logo) that will appear.
- By selecting the 

button, you are able to view the changes you wish to make to ensure that you are happy with them.
- Once you are happy with the changes, you must select 

and your website will be updated with the changes.

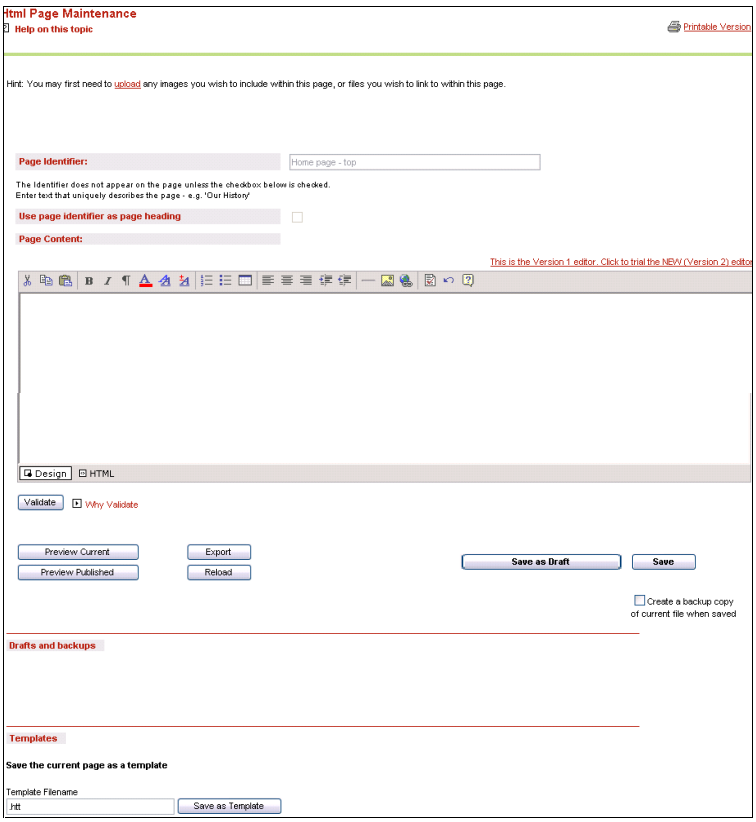
7. Managing HTML Pages

7.1. Editing the Home Page content (top and bottom)

MODE: Website
MENU: Content > Html Pages > Home Page (top or bottom)

Your home page is possibly the most important page on your entire website. This page should clearly identify your club or association on the web and portray your club or association how you want others to see it.

The Home Page is split into a top section, where information is shown above your news items, and bottom section, where information is shown below your events items. This will help you manage your home page content more easily.


Html Page Maintenance
Help on this topic
Printable Version
Hint: You may first need to upload any images you wish to include within this page, or files you wish to link to within this page.
Page Identifier:
Home page - top
The Identifier does not appear on the page unless the checkbox below is checked.
Enter text that uniquely describes the page - e.g. 'Our History'
Use page identifier as page heading
Page Content:
This is the Version 1 editor. Click to trial the NEW (Version 2) editor
Design
HTML
Validate
Why Validate
Preview Current
Preview Published
Export
Reload
Save as Draft
Save
Create a backup copy of current file when saved
Drafts and backups
Templates
Save the current page as a template
Template Filename
htt
Save as Template

- Complete the **Page Content** section:

This is where you add your content. There are many features and tools available to you when creating the page content:

- Text can be formatted (size, colour, font style etc.)
- Hyperlinks can be added
- Pictures can be added
- These features and more are available on the **Page Content** toolbar

Help For more details on formatting and creating content.

- Click Validate to eliminate any errors in the Html code.

Click Why Validate for an explanation of the need to validate newly created content.

- Click Save to finalise the page.

7.2. Adding New HTML Pages

MODE: Website
MENU: Content > Html Pages > General Pages

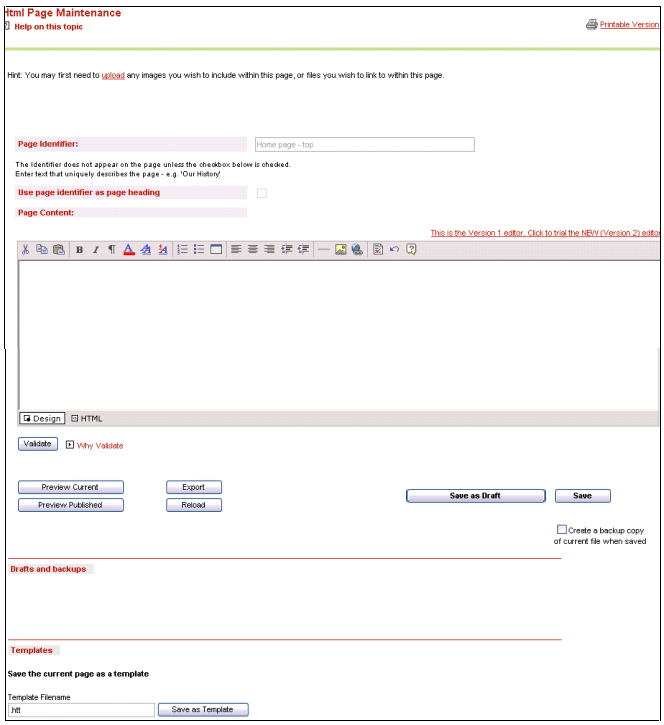
This screen will help you to manage all HTML pages within your website. From this screen you can:

- Add/create new pages
- View a list of all existing pages
- Edit existing pages
- Delete existing pages

To edit a Html page you have previously created, click **Edit** next to the required **Title** in the table displayed.

Html Page Manager
Help on this topic
Add new page... Blank page Go
Title
Last Updated
Club Officials Only Page 23 Jul 08 8:00AM Preview Edit Delete
Conference 14 Jul 08 8:55AM Preview Edit Delete
Grade Cricket Club Links 1 May 08 11:12AM Preview Edit Delete
Grade Cricket History 16 Apr 08 12:47PM Preview Edit Delete
Test Page Claire 20 Jun 08 3:51PM Preview Edit Delete
The Handbook 7 Nov 08 2:40PM Preview Edit Delete
Wanderers Code of Conduct 11 Jul 08 5:06PM Preview Edit Delete
Total Records: 7
Hint: To sort the table, click on a table heading.
Clicking the heading again reverses the sort order.

- Select **Blank Page** from the **Add new page…** drop down list, Click Go


Html Page Maintenance
Help on this topic
Printable Version
Hint: You may first need to upload any images you wish to include within this page, or files you wish to link to within this page.
Page Identifier:
Home page - top
The Identifier does not appear on the page unless the checkbox below is checked.
Enter text that uniquely describes the page - e.g. 'Our History'
Use page identifier as page heading
Page Content:
This is the Version 1 editor. Click to trial the NEW (Version 2) editor
Design
HTML
Validate
Why Validate
Preview Current
Preview Published
Export
Reload
Save as Draft
Save
Create a backup copy of current file when saved
Drafts and backups
Templates
Save the current page as a template
Template Filename
htt
Save as Template

- Complete the following fields:

Field	Description
Page Identifier	The title or name used to identify the page you are creating
Use page identifier as page heading	Click this checkbox to ensure the Page Identifier appears at the top of the page.
Page Content	This is where you add your content. There are many features and tools available to you when creating the page content: Text can be formatted (size, colour, font style etc.) Hyperlinks can be added Pictures can be added These features and more are available on the **Page Content** toolbar For more details on formatting and creating content.

- Click to eliminate any errors in the Html code.

> Click for an explanation of the need to validate newly created content.

- Click to finalise the page.

> Although the page has been successfully created, it will not appear on your site yet. Refer to “Site Layout Management” for further details

8. Managing News & Events

News and Events are special cases of the content that can be added to a MyCricket website.

MODE: Website
MENU: Content > News or Events

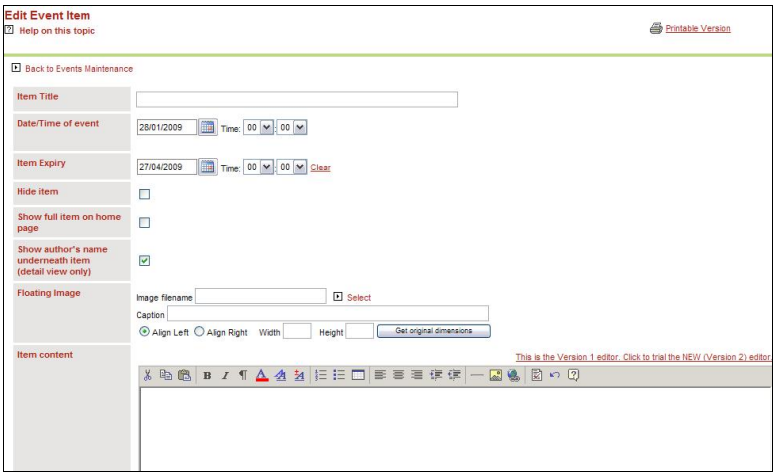
They are entered in a more structured manner than general Html content, and have several advantages:

- More straightforward to edit and maintain, 'rich' (i.e. formatted) content can be included if necessary, including images
- Items are assigned a date (and optionally an expiry date)
- Items can be shown in summary, or detail format on the home page, and in the left or right bars of all pages so they are highly visible to site visitors
- **News and events are not counted in the *Site Allowance***

> Items are restricted to less than 7500 characters (including Html markup tags) in length, which should suffice for most items.

Event Maintenance
Help on this topic
Select Item Status
CURRENT
EXPIRED
Add new Event
Title
Event Date
Expiry Date
Date Updated
You can load events
16 Dec 07 12:00AM
12 Dec 07 1:17PM
Edit
Delete
Total Records: 1
Hidden items are shown in red. Items set so display as news highlights are shown in blue.
Hint: To sort the table, click on a table heading. Clicking the heading again reverses the sort order.

- Click Add new Event to open the *Edit Event or News Item* screen



- Enter an **Item Title**. This will be the headline of the news or event item
- If necessary, edit the **Date/Time of the event**, by either typing directly into the field or clicking to display the Calendar popup.
- If necessary, edit the **Expiry date** and **Time** fields. This will automatically be set to 3 months from the creation date. Clearing the date effectively means the item will never expire.
- Select any of the following checkboxes as required:

Field	Description
Hide Item	Select to hide the item from public view
Show full item on Home Page	Select to display the full news/event item on your site's home page.
Show author's name underneath item (detail view only)	Select to display the author's name with the article when it is displayed in full view. The author's name is determined by the User login details.

- Type the name of an image that has already been uploaded to your images directory directly into the **Floating Image** field *Or*, click **Select** to choose from the list of previously uploaded images
- Optionally enter a caption for the image - this will display underneath the image in small text
- Select whether the image is to be **Aligned left** or **Aligned right** by choosing the appropriate radio button

- Optionally enter the **width** and **height** of the image in pixels - this will resize the image accordingly. As a guide, the width shouldn't be greater than approximately 300-400 pixels.

To see the original size of the image click [Get original dimensions]

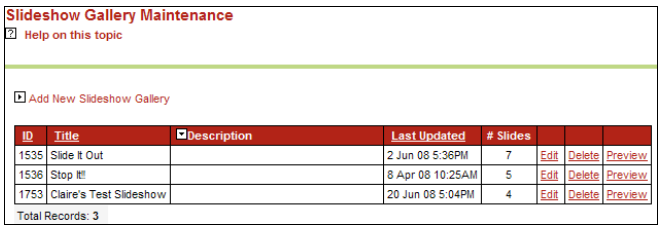
- Enter the detail of the item in the **Item Content** area. This may be formatted, and can contain any Html Elements such as images etc, however they will not appear in any of the Event/News summaries.

- Click [Update]

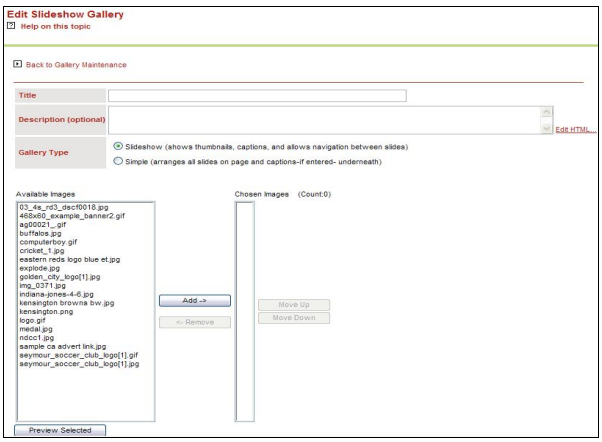
9. Create a Slideshow Gallery

Slideshow Galleries are an effective way of managing groups of images within your MyCricket website. For example, photos taken on a particular day's play or event can be grouped together in a single gallery for easy and convenient viewing. Galleries can then be linked to from other pages, or from the menu. Galleries, and individual images within them, can also be given titles and descriptions to help further define the image.

MODE: Website
MENU: Content > Slideshow Galleries


Slideshow Gallery Maintenance
Help on this topic
Add New Slideshow Gallery
ID
Title
Description
Last Updated
Slides
1535 Slide It Out 2 Jun 08 5:36PM 7 Edit Delete Preview
1536 Stop It!! 8 Apr 08 10:25AM 5 Edit Delete Preview
1753 Claire's Test Slideshow 20 Jun 08 5:04PM 4 Edit Delete Preview
Total Records: 3

- Click [Add New Slideshow Gallery] to open the *Edit Slideshow Gallery* screen



- Type a title for your gallery directly into the **Title** field. This will appear as the title on the public gallery page
- Optionally, enter a **Description** of the gallery. This description will appear below the Title on the public gallery page, and can contain Html formatting.
    - To enter as plain text, type directly into the text box.
    - To enter a HTML description, click **Edit HTML...,** enter/edit the description in the popup Html Editor window, and click *Update* to update the changes.
- Select the appropriate **Gallery Type** radio button

Options for adding Images to the Gallery

To add a single image - Select or double click the image in the **Available Images** list and click [Add ->]

To remove a single image - Select or double click the image in the **Chosen Images** list and click [<- Remove]

To add multiple images - in the **Available Images** list, select the images by clicking the first image, then hold down the Shift key, and click the last image, *or* hold down the Control key and click the individual images. Once the images are all selected, click [Add ->]

To remove multiple images - in the **Chosen Images** list, select the images by clicking the first image, then hold down the Shift key, and click the last image, *or* hold down the Control key and click the individual images. Once the images are all selected, click [<- Remove]

To move an image up or down in the list - select the image in the **Chosen Images** list and click either [Move Up] or [Move Down]

To preview an available image - select the image in the **Available Images** list and click [Preview Selected]

Add titles to one or more images –

- Click [Refresh List] to refresh the **Image List** table

- Enter titles against the appropriate images in the **Title (optional)** text box.

> If any changes are subsequently made to the chosen images, or image order, click Refresh List to update the **Image List** table

- After the required images have been added and are in the correct order, click Update Gallery to save changes to the Gallery

10. Advertising

Advertisements can be placed in a number of different locations on the site and can take the form of traditional banner or button sizes using images or text based ads. Text Ads can be particularly useful for creating ads for internal club/association advertising such as sale or merchandise.

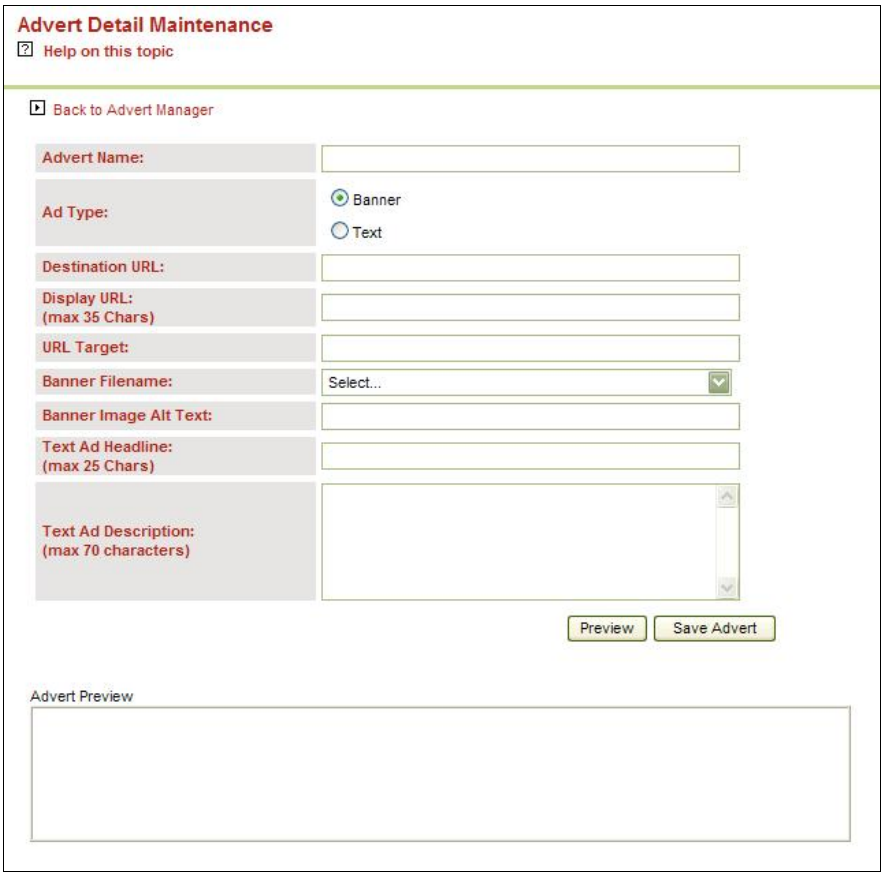
MODE: Website
MENU: Site > Advertising

10.1. Add New Advertising

Advert Maintenance allows you to create and/or upload new advertisements to your website. There are two forms which your advertising can take: Banner (Image/Flash) or Text.

When you have selected to **'Add New Advert'**, you will then see the following screen, where you can name and customise your advert to what you want.

MODE: Website
MENU: Site > Advertising > Advert Maintenance



- Once you have filled out the required fields (as described below), you can then preview your advertisement to make sure it looks how you want it to.
- Once you are happy with your advertisement, click on the **'Save Advert'** button and continue through the following steps.

Advert Name	This is the name you give the Advert and how which will allow you to reference it when placing or editing the ad.
Ad Type	The Ad Type can either be Banner or Text **Banner Ad** This is simply an image or flash animation* that had been uploaded (to the images section within File Manager) that graphically represents the advert you want to display. A URL can be associated with a banner ad so when the user clicks on the image they are directed to the target website. *Flash animations must have a file extension of .swf and will be resized to the dimensions of the ad slot. YOUR ADVERTISEMENT HERE Dimensions (W x H): 468 x 60 **Text Ad**

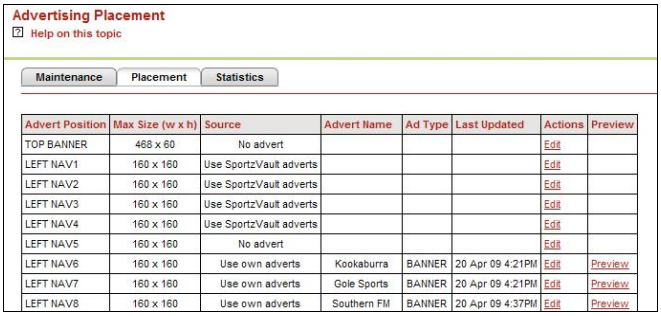
	An advert that is represented by text that is entered for that ad. These ads can be very useful for ad-hoc ads or when appropriate advertising images are not available. Get an ad on your website! By following these steps, you can have an ad online! www.websitead.com.au
Destination URL	This is used to create a hyperlink under the advert (for text ads the hyperlink is created on the bottom line of the ad). Clicking the hyperlink will increment the click count for that ad and then take the user to the given URL. If no URL is entered then no hyperlink is created.
Display URL	This is used to display on the last line of text ads and also in the status bar of the web browser for all ad types. This field is limited to 35 chars so usually represents the base website of the link without the "http://" for example www. MyCricket.com
URL Target	Used for the target property of the hyperlink. If left blank clicking the ad will bring the subsequent page up in the current web browser. If set to something else (for example "_new") then it is displayed in a separate web browser.
Banner Filename (Banner Ad only)	For Banner ad types only. Before creating a banner ad the image must have already been loaded using the File Manager. This field provides a dropdown list of all images loaded using the file manager to choose from for your Banner Ad image.
Banner Image Alt Text (Banner Ad only)	For Banner ad types only. This text is displayed as a "popup hint" when the user moves the mouse over the banner image.
Text Ad Headline (Text Ad only)	For Text ad types only. This text will be displayed on the top line of the text ad as a hyperlink using the value of the Destination URL. This field is limited to 25 chars.
Text Ad Description (Text Ad only)	For Text ad types only. This field will form the body of the text ad and is limited to 70 chars.

10.2. Advertising Placement

There are three main areas where you can place your advertisements on your webpage: a banner advertisement at the top of your page and smaller adverts down the left and right hand side of the page.

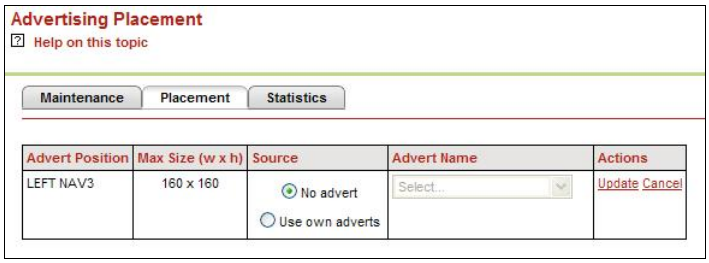
MODE: Website
MENU: Site > Advertising > Advert Placement

By selecting Advertising Placement, you will see this table:



Advert Position	Max Size (w x h)	Source	Advert Name	Ad Type	Last Updated	Actions	Preview
TOP BANNER	468 x 60	No advert				Edit	
LEFT NAV1	160 x 160	Use SportzVault adverts				Edit	
LEFT NAV2	160 x 160	Use SportzVault adverts				Edit	
LEFT NAV3	160 x 160	Use SportzVault adverts				Edit	
LEFT NAV4	160 x 160	Use SportzVault adverts				Edit	
LEFT NAV5	160 x 160	No advert				Edit	
LEFT NAV6	160 x 160	Use own adverts	Kookaburra	BANNER	20 Apr 09 4:21PM	Edit	Preview
LEFT NAV7	160 x 160	Use own adverts	Gole Sports	BANNER	20 Apr 09 4:21PM	Edit	Preview
LEFT NAV8	160 x 160	Use own adverts	Southern FM	BANNER	20 Apr 09 4:37PM	Edit	Preview

- When you have picked the advertising position you want to use, click the **Edit** link, which will then take you to this screen:



- There are two options to choose from when setting an ad placement:
  - **No Advert:** Nothing is displayed in the given advert position
  - **Use Own Advert:** An advert that you have created and selected in the given advertising position.
- If you choose "Use Own Advert" you will be required to select an ad from the drop down list (ads can be created using the Advert Maintenance screen, see above).
- When choosing your own ad only those that fit within the given dimensions of the advertising position will be able to be selected.
- You can preview these ads by clicking the **'Preview'** button. Once you are happy with your ad, click the **'Update'** button and your ad will be uploaded to your website.

10.3. Advertising Statistics

The 'Advertising Statistics' tab allows you to track how many times an advert has been clicked on, which allows you to give useful feedback to your advertisers and sponsors. This comes in two ways: firstly, by ad – meaning how many times a specific ad has been clicked, and secondly, by position – meaning you are able to tell which positions in advertising get the most clicks. These statistics are updated each hour.

MODE: Website
MENU: Site > Advertising > Advertising Statistics

Support and FAQ Centre

MyCricket is a fully supported system and Cricket Australia provides several support options in order to ensure all users are able to get the most out of the MyCricket system.

11. 24/7 Access to Page Specific Help

To help you through every step, detailed page specific help is accessible from almost every screen within MyCricket. Simply click the Help on this topic link which appears in the top left corner of the screen, under the screen heading. This will open a specific help article to assist.

12. Dedicated Online Support and FAQ Centre

MyCricket's Online Support and FAQ Centre, is found at www.cricket.com.au/mycricketsupport or through the HELP menu in each MODE. Users can:

- Search the MyCricket **Knowledgebase** and view tips and step-by-step instructions.
- **Download** detailed training and support user guides.
- **Submit a Support Request** if you can't find the answer to your query and our experienced support team will respond directly to your query.

13. Using the MyCricket Online Support and FAQ Centre

MyCricket is fully supported by Cricket Australia's Online Support and FAQ Centre. There is a link to the Support & FAQ Centre through the HELP menu on every screen in MyCricket.

Support and FAQ Centre
Support & FAQ Centre
Submit a Support Request
Submit a support request to the help team or make a request to join MyCricket.
Knowledgebase
Access Knowledgebase articles to assist you when using MyCricket. Either search through the categories or use the key word search to the right.
News
View the latest news and announcements.
Downloads
Download User Manuals, Quick Reference Guides and other help and training documents.
June 2009 – Important Information – Upgrade for MyCricket
Click here for detailed information about the Upgrade >>
Still have Questions? Check out our Frequently Asked Questions Below
Why aren't my players appearing for team selection? Click here for more information >>
Why have some of the menu options changed or disappeared? Click here for more information >>
Why are some people records not accessible? Click here for more information >>
When will season 2009/10 be available? Click here for more information >>
Keep up to date with MyCricket News and Latest Information
Find all the details of the latest MyCricket product developments and critical information below under Latest Knowledgebase Articles, Search the Knowledgebase, or browse under the News section.
MyCricket - Your Online Cricket Community
Why not visit the public home of MyCricket and check out all the features. Club and Association finder, fixtures, results, ladders, individual player statistics and more!! Visit MyCricket
Login
[Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --
Latest News
» June 04: Important Notice – Upgrade to MyCricket!
» September 18: Online Support Service and Response Times
» September 18: National Insurance & Risk Programme
» August 15: MyCricket Go Live - Monday 18th August 2008

13.1. Search the Support Site

- Type your keywords/task into the SEARCH field on the right hand side of the *MyCricket Support and FAQ Centre* Home Page.
- A list of relevant knowledgebase articles and downloads will appear, select and view those that are most appropriate.

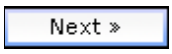
13.2. Access the Knowledgebase

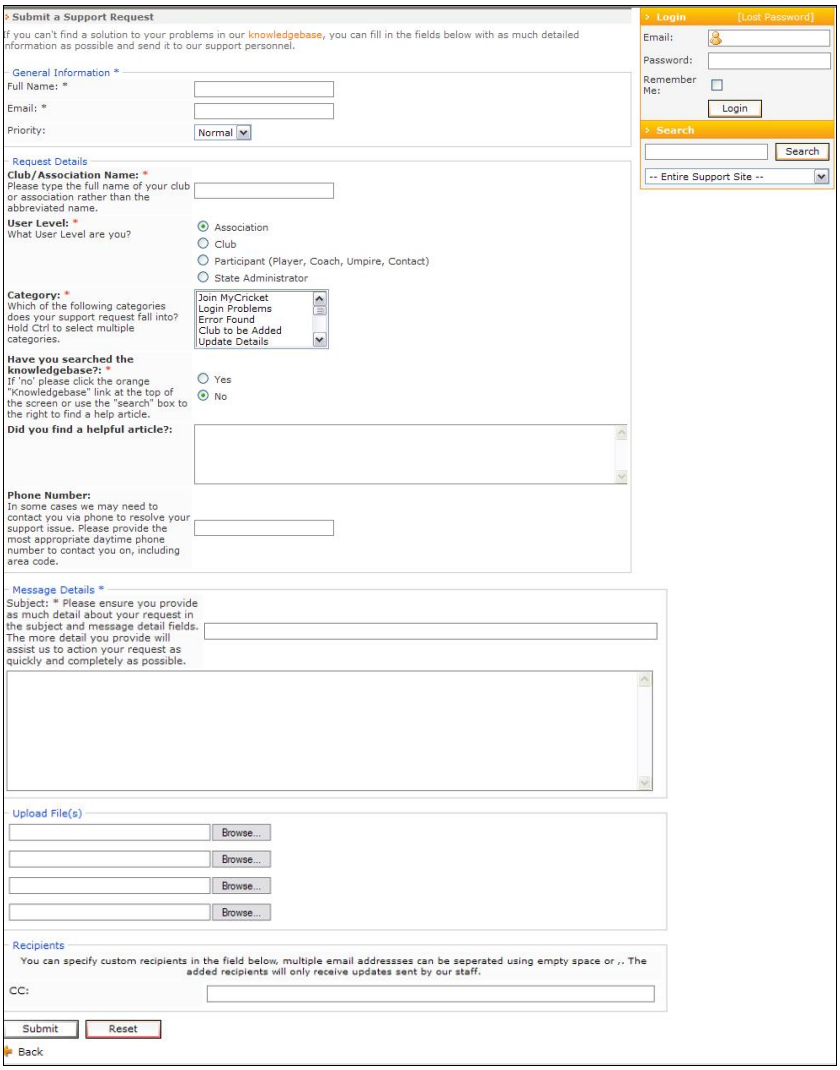
- Click on the *MyCricket Support and FAQ Centre* Home Page
- Search the **Knowledgebase Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and Common Errors sections.

13.3. Download User Guides

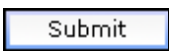
- Click on the *MyCricket Support and FAQ Centre* Home Page
- Search the **Download Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and State sections.
- Download and Save the file to your PC so you can refer back whenever you need.

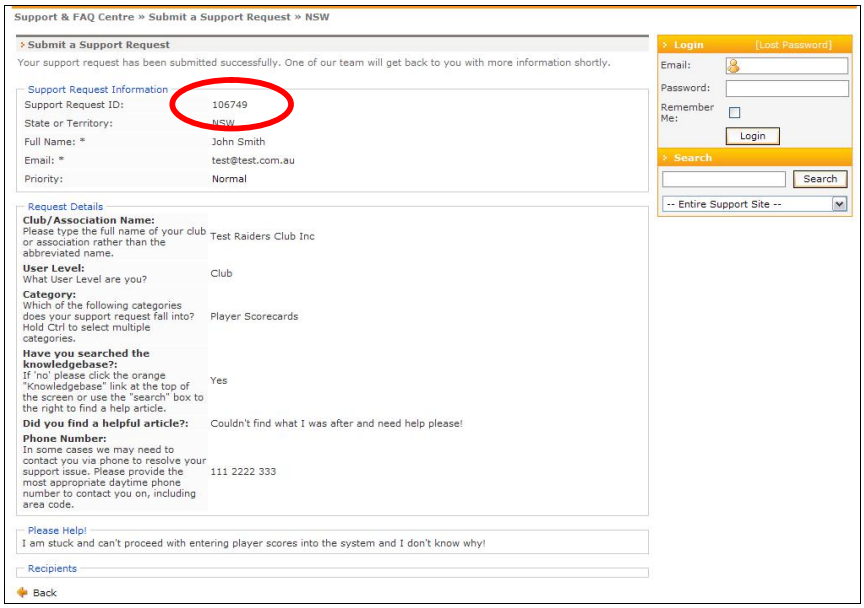
13.4. Submit a Support Request

- Ensure you have referred to the page specific help within MyCricket and also searched both the **Knowledgebase** and **Downloads** sections of the *MyCricket Online Support and FAQ Centre* **before** you submit a support request.
- We recommend this process, as you are likely to find the answer immediately, rather than await a reply from our support team. We understand your volunteer time is important and limited, so our handy online tools are aimed to assist you straight away wherever possible.
- Click on the *MyCricket Support and FAQ Centre* Home Page
- Select the radio button next to your state and Click 


Submit a Support Request
If you can't find a solution to your problems in our knowledgebase, you can fill in the fields below with as much detailed information as possible and send it to our support personnel.
General Information *
Full Name: *
Email: *
Priority:
Normal
Request Details
Club/Association Name: *
Please type the full name of your club or association rather than the abbreviated name.
User Level: *
What User Level are you?
Association
Club
Participant (Player, Coach, Umpire, Contact)
State Administrator
Category: *
Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories.
Join MyCricket
Login Problems
Error Found
Club to be Added
Update Details
Have you searched the knowledgebase?: *
If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article.
Yes
No
Did you find a helpful article?:
Phone Number:
In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code.
Message Details *
Subject: * Please ensure you provide as much detail about your request in the subject and message detail fields. The more detail you provide will assist us to action your request as quickly and completely as possible.
Upload File(s)
Browse...
Browse...
Browse...
Browse...
Recipients
You can specify custom recipients in the field below, multiple email addressses can be seperated using empty space or ,. The added recipients will only receive updates sent by our staff.
CC:
Submit
Reset
Back
Login
[Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --

- Complete the following information as indicated. **Please note that MANDATORY information is indicated by the asterisked * fields.**

- Click 


Support & FAQ Centre » Submit a Support Request » NSW
Submit a Support Request
Your support request has been submitted successfully. One of our team will get back to you with more information shortly.
Support Request Information
Support Request ID: 106749
State or Territory: NSW
Full Name: * John Smith
Email: * test@test.com.au
Priority: Normal
Request Details
Club/Association Name: Please type the full name of your club or association rather than the abbreviated name. Test Raiders Club Inc
User Level: What User Level are you? Club
Category: Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories. Player Scorecards
Have you searched the knowledgebase?: If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article. Yes
Did you find a helpful article?: Couldn't find what I was after and need help please!
Phone Number: In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code. 111 2222 333
Please Help!
I am stuck and can't proceed with entering player scores into the system and I don't know why!
Recipients
Back
Login [Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --

- You can record your **Support Request ID**, however you will also be sent an automatic email response (example below) summarising your support request. If you **do not** receive a confirmation email, you may have incorrectly entered your email address, or please check your junk email folder.

Cc:
Subject: [#106750]: Test Request
John Smith,
Your Support Request has been received and a member of our support team will review it and reply accordingly. Listed below are details of this Support Request. Please make sure the Support Request ID remains in the subject at all times.
Support Request ID: 106750
Subject: Test Request
State or Territory: NSW
Priority: Normal
Status: Open
You can check the status of or reply to this Support Request online at:
http://mycricketsupport.cricket.com.au/
Email: test@test.com.au
Password: 9ccd70d1
Please let us know if we can assist you any further,
Cricket Australia

- This email also contains a password to login to the SUPPORT and FAQ CENTRE to check the status or review any of your support requests. Please note that this is **not** a Login or Password for MyCricket access.